STATE OF MISSOURI

Center FOR MANAGEMENT AND Professional Development

Information Technology and Computer Skills Training

WORD 2007 - INTRODUCTION

Where: Jefferson City, 1738 E Elm Lower Level

Time: 8:00 a.m. - 4:00 p.m.

Investment: $95.00

Course Content

Learners who attend this Introductory Level workshop will receive information to increase their proficiency in the following areas:

GETTING FAMILIAR WITH THE WORD 2007 SCREEN

USING THE OFFICE WORD 2007 RIBBON
- How To Work With The Ribbon
- How To Customize The Status Bar
- How To Change The Views
- How To Show And Hide Document Elements
- How To Use The Zoom
- How To Use The Compatibility Checker
- How To Customize The Word Options
- How To Save A Document In A Different File Format
- How To Pin A Document
- How To Document Workbook Properties
- How To Diagnose And Repair Problems

GETTING HELP AND MAINTENANCE
- How To Use The Help Contents
- How To Get Office Updates From Microsoft Update Site
- How To Run Microsoft Office Diagnostics
- How To Repair A Corrupted Document Manually
- How To Set AutoRecover Options
- How To Recover A Word File

CREATING A NEW DOCUMENT
- How To Create A New Blank Document
- How To Create A Document From A Template
- How To Create A Document Based On Another Document
- How To Enter Text Into A Word Document

SAVING AND OPENING A DOCUMENT
- How To Save A Document For The First Time
- How To Save Another Copy Of The Document
- How To Save To Another Folder
- How To Save A Document Onto A Diskette

STARTING TO USE WORD
- Inserting, Overtyping And Deleting Text

SELECTION TECHNIQUES
- How To Select A Word or Lines Of Text
- Moving And Copying Text
  How To Switch To Various Document Views (Full Screen, Reading View, Web Layout View, Outline View, Draft View)

WORKING WITH TAB AND TABLES
- Using Tab
- Creating and Managing Tables
- Formatting Tables
- Performing Calculations

FORMATTING CHARACTERS
- Changing The Font And Font Size
- How To Change The Font Type and Font Size
- How To Change The Default Font
- Formatting Text
- How To Bold, Italicize And Underline Text
- How To Change The Text Color
- How To Format Font And Change The Font Case
- Using Drop Caps
- How To Create, Add And Remove A Drop Cap

FORMATTING PARAGRAPHS
- Aligning and Indenting Text In A Document
- Creating Bulleted and Numbered Lists
- Adjusting The Line Or Paragraph Spacing
- Adding Borders And Shading To A Paragraph

FORMATTING THE PAGE
- Setting Page Margins, Paper Size and Page Orientation

Visit our website at www.training.oa.mo.gov to find other technical and computer training programs.